

# DIETETIC TECHNICIAN

## Bilingual Spanish/English

(Milwaukee Health Department)

**PURPOSE:** The Dietetic Technician provides nutritional assessment and makes final determination of program eligibility for clients in the Women, Infants and Children (WIC) Supplemental Nutrition Program at the City of Milwaukee Health Department (MHD). The person in this position is responsible for providing client services in both English and Spanish.

### **ESSENTIAL FUNCTIONS:**

- Complete WIC certification process, including performing intake and registration, anthropometric measurement, hemoglobin test, nutrition assessment and counseling, breast feeding counseling and promotion, and draft issuance.
- Screen clients using WIC nutrition criteria to identify high-risk and at-risk clients, and make appropriate referrals to registered dietician and/or public health nurse.
- Analyze nutrient composition and intake for clients being monitored.
- Conduct group and individual secondary nutrition education.
- Assist nutritionists with training students and MHD staff.
- Participate in WIC clinic team meetings to assist in quality assurance initiatives.
- Assess immunization records, conduct immunization counseling, and perform data entry to update immunization records.
- Assist nutritionists with developing nutrition education classes and other WIC outreach activities.
- Back up Clinic Assistants and Office Assistants as needed.
- Perform other job-related responsibilities as assigned.

### **MINIMUM REQUIREMENTS:**

1. American Dietetic Association (ADA) certified Dietetic Technician Degree (Clinical Specialty only).  
—OR—  
Bachelor's Degree in Nutritional Sciences, Dietetics, or related field from an accredited college or university.
2. Registration with the American Dietetic Association as a Dietetic Technician, or eligibility for registration at time of appointment. **NOTE:** *Candidates must successfully pass ADA registration examination within six months of hire.*
3. Valid driver's license and availability of a properly insured automobile for use on the job at time of appointment and throughout employment. Automobile allowance is provided in accordance with applicable labor agreement.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

### **KNOWLEDGE, SKILLS and ABILITIES, REQUIRED:**

- Fluency in spoken and written Spanish and English is essential.
- Knowledge of state-of-the-art practices in the field of nutrition, immunization, and public health.
- Knowledge of how to take measurements as well as the ability to perform mathematical calculations such as proportions and percentages.
- Ability to read and interpret information outlined in documents such as operations manuals, certification materials, fact sheets, and federal regulations.
- Ability to produce clearly-written correspondence and other documents in both English and Spanish.
- Ability to write relevant and legible counseling notes.
- Ability to explain information to clients orally in both English and Spanish.
- Ability to develop and conduct presentations and educational classes.
- Ability to build and maintain productive working relationships with multidisciplinary and multicultural staff members, clients, elected officials, community groups, the media, and the general public.
- Ability to be tactful, diplomatic, and culturally-sensitive when interacting with people.
- Ability to work well in a participative team environment.
- Ability to learn and use the ROSIE web-based software system that tracks WIC data.
- Ability to manage time well and to work in an organized manner.
- Ability to exercise good judgment when making decisions.
- Ability to provide excellent customer service and remain composed in a frequently noisy, fast-paced setting.
- Ability to be flexible within a changeable work schedule and environment.
- Trustworthy, dependable, and able to maintain confidentiality.

**THE CURRENT SALARY RANGE (503) IS \$31,309 to \$37,393 annually.**

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